

**Fourth Set of Qs and As on Transition
Employee Self Service and myPay
June 30, 2003**

1. Will I be able to view my Leave and Earnings Statement (LES) and update my payroll allotments, taxes and withholdings using Employee Self Service (ESS)?

Yes. You will still log into ESS to view or update your information. If you select certain payroll related actions, you will be sent to "myPay" to complete the action. No new password or account will be required when you reach the myPay system.

2. How many previous pay periods of LES information is available in myPay?

The current and two previous pay periods will be available for review in myPay. DFAS is planning to increase the number of pay periods available in a future enhancement of the software.

3. Does the myPay system have a Federal Tax Withholding Calculator?

No. However, the calculator is still available through the Department's CHRIS gateway http://chris.inel.gov/general/tax_withholding_worksheet.htm

4. Will there be any changes to purchases of savings bonds?

Yes. The myPay system will limit an employee to nine bonds, and the minimum allotment amount will change depending on the series and face value of the bond.

5. Currently I am only able to claim 10 state tax exemptions using ESS. Will this number remain the same using myPay?

No. In myPay, you could claim up to 99 state exemptions, as deemed appropriate. However, there is no change to the Federal exemption limit. Under myPay, employees are still limited to claiming 10 Federal exemptions.

6. How many voluntary allotments can I designate using myPay?

Seven voluntary allotments may be designated with only one allotment per account allowed.

7. Will I still have the option to turn on and off the mailing of my LES in myPay?

No only electronic LESs will be available. Certifying officials can discuss the need for any exceptions to electronic LES with DOE Payroll customer service representatives. It is expected that exceptions would be very rare and related to employee or family medical issues.

8. Will the ESS Personal Benefits Statement continue to be produced annually?

Yes.

9. How soon after the close of a pay period will I be able to view my LES and will I still receive an email reminder when it is available?

You will be able to view your LES by noon on the Friday before payday. A LES reminder will be sent each pay period.

10. If I need LES information for a pay period that is not available in myPay, how do I get access to that information?

Requests for prior pay period information not available in myPay should be directed to your DOE Payroll customer service representative.